

Admin Product Update Guide

How to get the most out of the
new intelligent hiring experience.



Introducing a new experience that makes it easier to build great teams

The new intelligent hiring experience helps streamline your day with a more seamless workflow.

This guide will highlight some of the exciting new features headed your way. It will explain what to expect, how to prepare your team, and where to go for questions and additional help.

Let's get started.

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Enhanced admin experience

The LinkedIn intelligent hiring experience will soon have an updated admin experience that lets you control and manage users more easily.



Separate license types and roles

Increase flexibility and control with a new license model that separates license types and roles.

We are transitioning to a new construct of licenses and add-ons that maps to your existing Recruiter seats. There will be two types of licenses: a **Project Creator** and a **Project Collaborator**. Please see the table below, which shows how our new user management terminology maps to our previous user management terminology.

Coming soon

Previous terminology: Seat	New terminology: License + Add-ons
Recruiter Seat	Project Creator License + Recruiter Search Add-on
Recruiter Seat with Admin Privileges	Project Creator License + Recruiter Search Add-on + Talent Solutions Administrator Add-on
Hiring Manager Seat	Project Collaborator License
Dashboard Manager Seat	Project Creator License

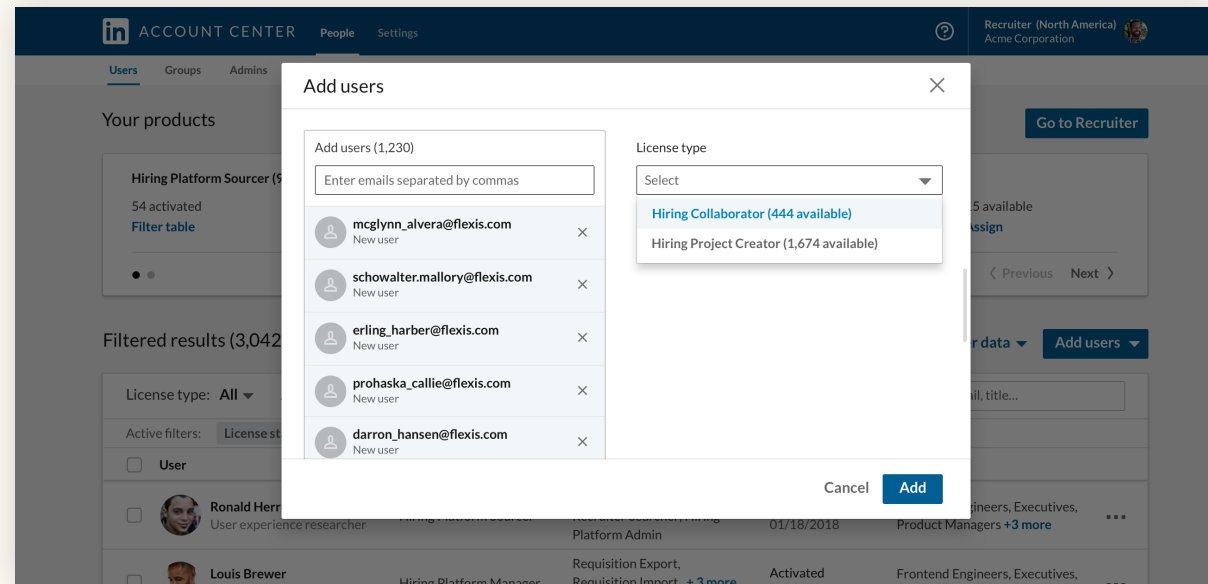
The screenshot shows a modal window titled "Add users" with a close button (X) in the top right corner. Inside the modal, there is a section on the left labeled "Add users (1,230)" containing a text input field with the placeholder "Enter emails separated by commas". Below this is a list of five email addresses, each preceded by a person icon and followed by a close button (X). The emails are: mcglynn_alvera@flexis.com, schowalter.mallory@flexis.com, erling.harber@flexis.com, prohaska_callie@flexis.com, and darron.hansen@flexis.com. To the right of the email list, there is a "License type" dropdown menu currently set to "Hiring Project Creator (1,674 available)". Below the dropdown, there is an "Add-ons" section with two checkboxes: "Recruiter Searcher (948 available)" and "Talent Solutions Administrator". At the bottom right of the modal, there are two buttons: "Cancel" and "Add".

Enhanced admin experience

Invite users with their work email

Easily invite users to Recruiter with any work email address, even when it's not associated with a LinkedIn profile.

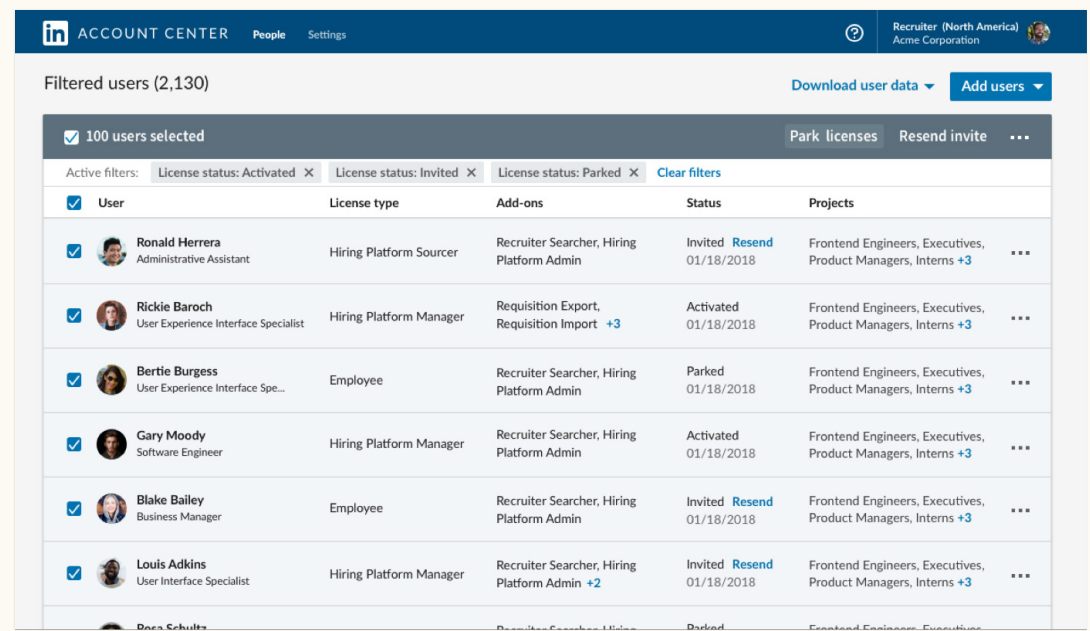
Coming soon



Quickly take action

Take bulk actions – like assigning a license, parking, or revoking a license – on many users at once.

Coming soon



Enhanced admin experience

Assign licenses in bulk

Quickly assign licenses to large groups of seatholders by uploading a CSV file of user names.

Coming soon

The screenshot displays the LinkedIn Account Center interface. At the top, the navigation bar includes 'ACCOUNT CENTER', 'People', and 'Settings'. The 'Users' tab is selected, showing 'Your products' with two sections: 'Hiring Platform Sourcer (92)' and 'Hiring Platform Manager (92)'. Each section shows counts for '54 activated', '23 pending', and '15 available' licenses, along with links to 'Filter table' and 'Assign'. Below this, the 'Filtered results (3,042)' section is visible. It includes filter options for 'License type', 'Add-ons', 'License status', and 'Projects'. A search bar is present with the text 'Search by name, email'. A dropdown menu is open, showing options: 'Add users by email', 'Add users by CRM', and 'Add users by CSV'. The main table lists users with columns for 'User', 'License type', 'Add-ons', 'License status', and 'Projects'. The table contains several rows of user data, including Ronald Herrera, Louis Brewer, linnie.guerrero@ac..., Clyde Nash, Lenora Mills, Bobby Mathis, and Chester Fisher.

<input type="checkbox"/>	User	License type	Add-ons	License status	Projects
<input type="checkbox"/>	Ronald Herrera User experience researcher	Hiring Platform Sourcer	Recruiter Searcher, Hiring Platform Admin	Invited Resend 01/18/2018	Frontend Engineers, Executives, Product Managers +3 more
<input type="checkbox"/>	Louis Brewer Software engineer	Hiring Platform Manager	Requisition Export, Requisition Import + 3 more	Activated 01/18/2018	Frontend Engineers, Executives, Product Managers +3 more
<input type="checkbox"/>	linnie.guerrero@ac...	Employee	Career Page Manager	Invited Resend 01/18/2018	Frontend Engineers, Executives, Product Managers +3 more
<input type="checkbox"/>	Clyde Nash Project manager	Hiring Platform Manager	Recruiter Searcher, Hiring Platform Admin	Activated 01/18/2018	Frontend Engineers, Executives, Product Managers +3 more
<input type="checkbox"/>	Lenora Mills Senior customer success	Hiring Platform Manager	Career Page Manager	Activated 01/18/2018	Frontend Engineers, Executives, Product Managers +3 more
<input type="checkbox"/>	Bobby Mathis Account executive	Hiring Platform Manager	Recruiter Searcher, Hiring Platform Admin + 2 more	Invited Resend 01/18/2018	Frontend Engineers, Executives, Product Managers +3 more
<input type="checkbox"/>	Chester Fisher		Recruiter Searcher, Hiring	Invited Resend	Frontend Engineers, Executives,

See a clearer picture of your Recruiter users

Precisely manage user data by downloading up to 16 user attributes to a CSV file.

Coming soon

The screenshot displays the LinkedIn Account Center interface for a Recruiter (North America) user at Acme Corporation. The 'Users' tab is selected in the top navigation bar. The main content area is titled 'Customize fields to include in your CSV download of all users.' It features three sections for selecting fields: 'User attributes', 'Groups', and 'License type'. Each section has a 'Select all' link and a search input field. The 'User attributes' section shows three selected attributes: 'Primary email address', 'Preferred last name', and 'Preferred first name', along with an unselected 'SSO type'. A 'Show less' link is visible below the selected attributes. At the bottom right, there are 'Cancel' and 'Download CSV' buttons.

ACCOUNT CENTER People Reports Settings

Recruiter (North America)
Acme Corporation

Users Groups Admins

Customize fields to include in your CSV download of all users.

User attributes [Select all](#) | 3 selected X

Search user attributes

Primary email address Preferred last name X Preferred first name X SSO type X

[Show less](#)

Groups [Select all](#)

Search groups

License type [Select all](#)

Search license types

Cancel Download CSV



Preparing your team

Creating a better hiring experience for your team starts with you.

The following admin checklist can help you prepare your team for the new features heading their way.

The admin checklist

These steps can help you get the most out of a new way of working now, while setting your team up for success down the road.



- **Step 1:** Be sure to check out the LinkedIn intelligent hiring experience [resources](#).
- **Step 2:** Visit the [FAQ page](#) for answers to common questions.
- **Step 3:** Sign up for the webinar and live Q&A session. Encourage your team to do so as well.
- **Step 4:** Make sure each Recruiter user has signed in to the new experience so they can start familiarizing themselves.

Activation process

Before activation

Thirty days before your new experience is activated, you will see an in-product notification displaying a countdown. When that 30-day period is over, the new experience will be turned on and all of your existing data will be transferred.

Activation day

At activation, a 30-day temporary opt-out period will begin. You may opt out of the new experience and return to the previous experience at any time during this 30-day period if you feel your team needs more time to prepare for the changes.

Postponing activation

Only admins can opt a contract out of the new experience. If this action is taken, **all users** on the contract will be opted out.

Once this 30-day opt-out period is over, your account will permanently transfer to the new experience and you will not be able to extend the opt-out. We believe that 30 days should be sufficient additional time to prepare your team for the new experience, but if this causes problems for your team, please reach out to your LinkedIn Account team for assistance.

Updates your team will love

From creating a unified pipeline of candidates with sourced leads and job applicants all in one place to receiving intelligent candidate recommendations, here are some of the big upcoming changes and features your team can expect. When combined, they make the hiring process seamless and save time for you and your team.





Improved collaboration

Work better together.

Meet the new collaboration tools that keep the hiring process running smoothly. Now you can see your teammates' messaging history with candidates right on the candidate profile. This new experience also gives you the ability to solicit feedback and reply to your teammates' notes directly on the candidate profile.



Improved collaboration

See all candidate communication history in one place

View your teammates' communication history with candidates right in the candidate profile view.



Mae Norris · 3rd

Awesomest Account Manager

Freshing • California Institute of Technology
Greater Chicago Area • 345

[Add email address](#)

[Add phone number](#)

[Message](#)

[View Scorecard](#)



● Active in 1 project

TPM_ENG_SF_Q1 2014 Interview (Onsite Interview) • Awaiting scorecards (2d ago)

[Profile](#) [Project \(3\)](#) [Message \(3\)](#) [Interviews & Feedback \(1\)](#) [Attachment \(1\)](#)

Messages

No email*

Onsite interview with Acme (4)

from James Smith and Carolyn Lao Interested

James Smith • Jan 12 2018

Hi Mae, I'll check with the team and figure out a time that works...

Opportunity with Acme (3)

from Carolyn Lao Interested

James Smith • Jan 8 2018

Hi Mae, I'll check with the team and figure out a time that works...

Opportunity with Acme (2)

from Carolyn Lao Not Interested

James Smith • Nov 2 2017

Hi Mae, I'll check with the team and figure out a time that works...

Onsite interview with Acme



carolynlao@acme.com



Carolyn Lao • 11:21 am

Onsite interview with Acme

Hi Mae,

We'd love to bring you onsite to talk with the team at ACME, I've cc'ed our coordinator James Smith. He will have follow up instructions on how to set-up a time with us! Looking forward to meeting you in person, and feel free to e-mail both of us if you have any questions.



James Smith • 2:13pm

"Hi Carolyn,

I'll be helping us set up the best time for ACME and you to come onsite, can you provide me three 2 hour time slots that you can come onsite? Preferably within the next two weeks."

Jan 10



Mae Norris • 2:20 pm

"Hi James,

Thanks for helping set this up! I'm free Weds (Jan 11) from 10 am - 2 pm, Friday (Jan 13) from 11am



Improved collaboration

Easily discuss candidates with your team

Now you can tag individual team members in notes to start a conversation from directly within a candidate's profile. You can also reply to notes and control who sees the conversation.

Notes (0)

@W

Will Miller
Title at Company

Will Yoshimura
Title at Company

Will Ferrell
Title at Company

Will Hamlin
Really really really really really really long title

William Pong
Title at Company

Notes (0)

@William Pong I noticed that you've worked with Mae in the past. Would you recommend her for @Dan Reid's team? |

Make this note visible to

☐ Only me

☒ Everyone in SR TPM_ENG_SF_Q1 2018 [Change](#)

☐ Everyone in my company

Cancel

Add

Notes (1)

[+ Add note](#)**Kevin Smith**

1h ago

@William Pong I noticed that you've worked with Mae in the past at NASA from 2012-2014. Would you recommend her for @Dan Reid's team? (edited)

**William Pong**

3m ago

Yes, she's great. Have you reached out to her?

**Kevin Smith**

1m ago

Not yet. Could you make an intro?



Absolutely! Let me know more about the open position. I'll reach out to her.

[Add](#)[Cancel](#)



Increased productivity

A better way to work.

We're creating a new seamless workflow that will make your day more efficient. From a new homepage to slide-in candidate profiles, you can now see more, and do more.



Increased productivity

Interacting with slide-in candidate profiles

A new slide-in candidate profile view provides more candidate information, so you no longer have to toggle between Recruiter and LinkedIn.com.

Now candidate profiles slide in from the right and appear over search results, ensuring that you never lose your place in a search. You can also easily toggle between tabs across the top of each candidate profile to see additional insights, view feedback from your team, or attach files. It's everything you need, all in one place.

The screenshot shows a LinkedIn interface with a dark sidebar on the left containing navigation links like 'Senior', 'Talent p', and '1,321'. The main content area is titled 'From search results' and displays a candidate profile for Mae Norris. The profile includes a circular profile picture, the name 'Mae Norris' with a LinkedIn icon and '3rd' degree, and the title 'Awesomest Account Manager'. Below this, it lists 'Freshing • California Institute of Technology' and 'Greater Chicago Area • 345' connections. There are buttons for 'Message' and 'Save to project', and links to 'Add email address' and 'Add phone number'. A horizontal tab bar at the top of the profile section includes 'Profile' (selected), 'Projects (0)', 'Messages (1)', 'Interviews & Feedback (1)', and 'Attachments (1)'. The 'Summary' section contains a brief description of her role as a deputy partner manager and systems engineer for the Lunar CATALYST program, with a 'Show more' link. It also shows 'Open to new opportunities', 'Following your company page since Jun 16, 2015', and '5 connections'. The 'Experience' section lists her role as 'Account Manager' at 'Freshing' from Jan 2014 to Present (1 yr 8 mos) in the Greater Chicago Area. It highlights that '5 of your employees came from Freshing' and provides detailed descriptions of her work on the ASCENT ABORT 2 (AA2) test flight and the LUNAR TECHNOLOGIES program. The bottom of the visible section mentions 'COMPOSITE MATERIAL STUDIES'.

From search results

Mae Norris · 3rd
Awesomest Account Manager
Freshing • California Institute of Technology
Greater Chicago Area • 345

[Message](#) [Save to project](#)

[Add email address](#)
[Add phone number](#)

Profile Projects (0) Messages (1) Interviews & Feedback (1) Attachments (1)

Summary

"Named deputy partner manager and systems engineer for the Lunar CATALYST program. Defined systems... [Show more](#)

Open to new opportunities

Following your company page since Jun 16, 2015

5 connections

Experience

Account Manager
Freshing
Jan 2014 – Present • 1 yr 8 mos
Greater Chicago Area

5 of your employees came from Freshing

ASCENT ABORT 2 (AA2): Named systems engineer for the AA2 test flight of the Orion vehicle. Defined systems engineering processes, developed products, and led a multi-center NASA team. Provided technical and systems engineering support to the development flight instrumentation subsystem.

LANDER TECHNOLOGIES: Named deputy partner manager and systems engineer for the Lunar CATALYST program. Defined systems engineering processes and led a multi-center NASA team in supporting commercial partner lunar vehicle development.

COMPOSITE MATERIAL STUDIES: Navigated the organization through several challenging studies of



Increased productivity

Easily manage candidates across hiring channels with a new unified pipeline

The LinkedIn intelligent hiring experience lets you manage sourced leads and applicants all in one place.

You can now easily add a job to your search project, allowing you to view both your sourced leads and job applicants in the new Talent Pool tab. You can then add any of these candidates to a single pipeline.

The screenshot shows the LinkedIn Recruiter interface for a project titled "Account Managers - SF(FYQ1)". The top navigation bar includes "RECRUITER", "Projects", "Jobs", "Campaigns", and "Reports". A search bar is present on the right. Below the navigation bar, the project name and ID (#135) are displayed. The main section shows a unified pipeline with tabs for "Talent pool", "Pipeline (5)", and "Project settings". The "Talent pool" tab is active, showing 905 search results, 30 applicants, 4 shared leads, and recommended candidates. A sidebar on the left contains search history and filters for job title, locations, skills, recruiter spotlights, companies, year of graduation, schools, and industries. The main content area displays a list of applicants matching the search, including Ronald Smith, Everett Wai, and Francesca Smith, each with their profile details and application status.



Increased productivity

Do more with the new homepage

The new homepage makes launching right back into your workflow a breeze, with new features that let you:

- Start a new search from any page in Recruiter – the search box now sits in the top navigation bar
- Easily resume work on existing projects with quick access to recent and pinned projects
- Quickly review hiring manager feedback
- Receive notification badges for new messages, feedback requests, and more

The screenshot displays the LinkedIn Recruiter interface. At the top, a blue navigation bar contains the 'RECRUITER' logo and tabs for 'Projects', 'Jobs', 'Campaigns', and 'Reports'. A search bar on the right prompts the user to 'Search for a project, candidate or start a new project'. Below the navigation bar, the user's profile 'Teresa Flores' is shown. The main content area is divided into two columns. The left column, titled 'Recent projects', features a 'Global pipeline' section with filters for 'Uncontacted (211)', 'Contacted (1)', and 'Replied (0)'. Below this are links for 'Give profile feedback' and 'View profile feedback'. The right column, titled 'Recent projects View all', lists several active projects. Each project entry includes a star icon, the project name, location, ID, creation time, owner, and candidate count. For example, 'Contract Marketers in New York' (ID: 12345) was created 28 days ago by James Smith and has 24 candidates. Other projects include 'Senior Project Managers in New York', 'Senior Project Managers in San Francisco Bay Area', 'Sales Contractor in Vancouver', and multiple 'UX Designer' roles in Calgary, San Francisco, and Seattle.

Project Name	Location	ID	Created	Owner	Job Post Status	Applicants	Candidates
Contract Marketers in New York	New York	12345	28d ago	James Smith	Open	24	24
Senior Project Managers in New York	New York City	12345	28d ago	James Smith	Open (3 NEW)	24	40
Senior Project Managers in San Francisco Bay Area	New York City	12345	28d ago	James Smith	Open (3 NEW), Landing page (active) (5 NEW)	24	124 leads
Sales Contractor in Vancouver	Vancouver	12345	28d ago	James Smith	Open (3 NEW)	24	32
UX Designer in Calgary	Calgary, Alberta	12345	28d ago	James Smith	Open (3 NEW)	24	32
UX Designer in San Francisco	Calgary, Alberta	12345	28d ago	James Smith	Open (3 NEW)	24	32
UX Designer in Seattle	Calgary, Alberta	12345	28d ago	James Smith	Open (3 NEW)	24	32
UX Designer in Calgary	Calgary, Alberta	12345	28d ago	James Smith	Open (3 NEW)	24	32
UX Designer in Calgary	Calgary, Alberta	12345	28d ago	James Smith	Open (3 NEW)	24	32



Increased productivity

Close the communication loop with job applicants

You can use the new rejections feature to send rejection messages to applicants in bulk or individually – all in just a few clicks.

Reject Timothy



Record why you rejected Timothy

Select a rejection reason



 Rejection reasons will not be shared with the applicant

Send rejection message

On



Hi Timothy,

Thank you for your interest in the Software Engineer position at Flexis in Denver. Unfortunately, Flexis did not select your application to move forward in the hiring process.

Regards,
Flexis

 Preview

 The message is sent by LinkedIn. Your identity won't be shown.

Select a rejection reason

Candidate did not meet basic qualifications

Candidate is ineligible to work in location

More qualified candidate selected

Candidate withdrew

Candidate not considered/ reason not specified

Other

Cancel

 Reject and send message

The intelligent hiring experience makes hiring more productive and collaborative, simplifies license management, and brings teams together.

It also gives admins and users a foundation for the future.

Resources

As you begin to use the LinkedIn intelligent hiring experience, we're here to help with resources, training, and support every step of the way.

Recruiter Help Center

Still can't find an answer? Visit the [Recruiter Help Center](#).

One-on-one guidance

If you have more questions, please reach out to your LinkedIn Account team.